

Southport Townscape Heritage Project



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**Heritage
Fund**

GRANT APPLICATION GUIDANCE NOTES

Important Note: Applicants must read this guidance carefully before submitting a grant application

The aim of the Townscape Heritage Project is to assist in the preservation and enhancement of Southport town centre. The project is aimed at neighbourhood businesses and community facilities by assisting employment-generating activities and those that are the focus for community life. Grants are available for historic properties identified by the Council with funding available towards the repair and refurbishment of the structure and external fabric of buildings, the reinstatement of lost architectural features and environmental improvements. Grants can be made up to 69% of the total eligible project costs. Support may also be available for bringing vacant floorspace in historic properties back into beneficial use.

All work has to be carried out using the appropriate techniques or methods of construction and high quality traditional materials suitable for the conservation of the historic environment. In this regard work would normally have to be on a like-for-like basis and the use of substitute or artificial materials (e.g. plastic or upvc) is ineligible for funding.

Grants cannot be offered towards routine maintenance, the provision or renewal of services, or for redecoration. Work has to be well considered, fully detailed and as comprehensive in scope as necessary, whilst retaining as much historic fabric as possible. Further guidance, produced by the National Lottery Heritage Fund, on eligible work and the required specifications are available from the Project Team in the Planning Services Department.

Applying for a Grant

Before applying for a grant you should contact the Project Team in Planning Services to establish that your property or site has been identified as a priority for grant assistance. If your property or site is eligible to apply for assistance you will then need to submit a completed application form and provide the supporting information outlined below.

We strongly recommended that you discuss your proposal with the Project Team before formally submitting an application. The Project Team will be happy to provide advice and guidance on your application. This will help to ensure that your project is eligible for funding and that the supporting information you supply is in the correct format and of sufficient detail to allow your application to be fully assessed.

1. Specification and Schedule of Work

All applications must be accompanied by the specification and schedule of work, including drawings and plans. This should establish exactly what the project will involve and the materials and methods that will be employed. Applicants are recommended to agree this with the Project Team at the earliest opportunity prior to making an application. The agreed specification and schedule of work should be the basis for obtaining quotations or tenders for the work, which must be submitted with the application.

2. Quotations/Tenders for Work

Unless agreed otherwise in writing, you must obtain at least three tenders for the works if the total cost of the Eligible Works exceeds £10,000. These should give a cost breakdown for the individual elements of the work proposed. A summary of the tenders received and your reasoning (if relevant) for not wishing to accept the lowest tender should be submitted as part of the application.

3. Value Added Tax (VAT)

You must indicate whether you are able to reclaim VAT and you must make your own arrangements for reclaiming VAT.

4. Photographs

Photographs of the property or site must accompany all applications. These should show the elements of the building or site that will be improved as part of the project. If a grant award is made similar photographs will be required after works are completed.

5. Professional Advice

This is eligible for grant, provided the adviser belongs to a recognised institution. For example, architects will be members of the RIBA, and chartered surveyors will be members of the RICS with an appropriate level of specialist experience. Where a grant exceeds £25,000 conservation accredited professionals must be used (Historic England provide advice on suitable accreditation bodies). Professional fees for architectural services are only eligible on those costs incurred after a grant award is made and if the professional adviser supervises the work whilst in progress and is responsible for its certification.

There is no standard percentage for fees, but they should be fair and reasonable in line with current industry standards.

6. Project Outputs

The Townscape Heritage (TH) project is a conservation-led economic regeneration scheme. It is therefore important that the economic benefits can be monitored. Applicants should indicate on their application form the number of jobs that the project could help to safeguard and create. Successful grant applicants will be required to return a monitoring questionnaire on completion of the project declaring the number of jobs that the project has helped to safeguard and/or create. This will be required before any final grant payments will be made.

7. Publicity

Where a grant offer is made the Council and the funding bodies reserve the right to publicise the project. The TH Partnership will supply and grant recipients will be required to display signboards publicising the grant while the project is in progress.

8. Payment of Grants

Applicants should be made aware that they carry the risk of all 'up front' design work, planning submission and all other fees until the TH Partnership offers and the grantee accepts the offer of grant. If a grant application is successful payment would only be made on completion of the work and the submission of receipted accounts (invoices) and a completed monitoring form. Applicants must therefore be able to cover payments in the short-term prior to the Council making payment. The Council will endeavour to make payments as quickly as possible.

Interim payments may be made as work progresses if agreed with the Council. Payment will only be made where the work has been carried out to the Council's satisfaction and where an appropriate professional adviser is employed and can provide certification for work completed.

9. Repayment of Grants

If a grant is offered, it will normally include a condition that, if the building is sold within a ten year period, the grant or a proportion of it may be recovered.

10. Further Advice and Assistance

If you have any queries or would like to discuss a project proposal please contact Paul Crowther at:

Planning Services
Magdalen House
30 Trinity Road
Bootle
L20 3NJ

Mob: 07971 811753
Tel: 0151 934 3155

Paul.Crowther@sefton.gov.uk

PLEASE NOTE:

No work may be started until written approval is given – or you will not be eligible for a grant.